

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400150001-3

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SCHEDULE NO. 81.2-56

~~CONFIDENTIAL~~

RECORDS CONTROL SCHEDULE

25X1

DATE: AUGUST 1956

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Approved For Release 2005/08/15 : CIA-RDP78-00487A000400150001-3

INVENTORY OF FILE EQUIPMENT

4 Door Safes	4 Dr. Safes W/Sliding Dr.	4 Door File Cab.	4 Dr. File Cab. W/Bar Lock	17 Tray Kardex	Small Safes	2-Dr. Safe Cab.
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CHIEF OF STATION

SECURITY STAFF

MEDICAL STAFF

ADMIN. DIVISION

SUPPLY BRANCH

PERSONNEL BRANCH

FINANCE BRANCH

PUBLIC WORKS BR.

TRAINING

Total Amount
of Equipment

Total Amount in
Replacement Value

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RECORDS CONTROL SCHEDULE		Schedule No.	
Office, Division, Branch		CONFERENCE	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
1.	STATION SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the organization, policies, and procedures of the Station. Included in the series of records are those accumulated by the COS's predecessor and [redacted] Record copies of a policy and procedural nature are maintained in Headquarters. Filed alphabetically by subject. (1952 - 1956)	3.9	Temporary. Destroy when 3 years old. Cut off at the end of each year; retain 3 years and destroy.
2.	REFERENCE MATERIAL Consists of extra copies of correspondence and memoranda used by the COS and his Deputy for convenience of reference. Filed by subject.	1.2	Temporary. Destroy when no longer needed for reference.

RECORDS CONTROL SCHEDULE		Schedule No. 25X	
Office, Division, Branch		CONCURRENCE	
<div style="border: 1px solid black; width: 200px; height: 30px; margin: 5px;"></div>		<div style="border: 1px solid black; width: 200px; height: 30px; margin: 5px;"></div>	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
3.	CABLE FILE Copies of incoming and outgoing cables received from Headquarters and other Stations. The file includes <div style="border: 1px solid black; width: 300px; height: 15px; margin: 5px;"></div> Filed by station and numerically thereunder. (1952 - 1956)	6.2	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
4.	DISPATCH FILE Copies of incoming and outgoing dispatches received from Headquarters and other Stations. The file includes copies of correspondence received from and <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px;"></div> Filed by Station and numerically thereunder. (1952 - 1956)	12.0	Temporary. Destroy when 3 years old. Cut off at the end of each year; retain 3 years and destroy.
5.	POUCH MANIFEST FILE Copies of outgoing and originals of incoming pouch manifests which show the receipt and dispatch of mail. Filed by station and numerically thereunder (1953 - 1956) a. Pink copy maintained pending receipt of signed copy. b. Signed copy received from Headquarters	.6 1.2	Temporary. Destroy upon receipt of signed copy. Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.

Item No.	Files Identification	Volume	Disposition Instructions
25X1 6.	c. Signed copy received laterally from other stations.	.8	Temporary. Cut off at the end of each year; retain 1 year and pouch to Headquarters.
	(Current)	.4	Temporary. Disposal not authorized by this schedule.
7.	TS MATERIAL Consists of correspondence and related material classified Top Secret. Filed numerically by TS number. (1956)	.1	Temporary. Dispose of when file to which it relates is disposed of.
8.	TOP SECRET CONTROL CARDS 3x5 cards maintained on all TS material on the Station. The cards contain the responsible individuals signature, TS number and the date received. The file includes a guide card containing the subject of the material and other pertinent information. Filed numerically by TS number. (1955 - 1956)	.1	Temporary. Disposal not authorized by this schedule.
9.	LOG FILES Consists of logs maintained to control the receipt and dispatch of cables, dispatches, etc. Filed by number or chronologically.		
	a. Dispatch Log	.2	Temporary. Disposal not authorized by this schedule.
	b. Cable Log	.2	Temporary. Disposal not authorized by this schedule.

Item No.	Files Identification	Volume	Disposition Instructions
	c. Registered Document Log and copies of the semi-annual report submitted to Headquarters.	.1	Temporary. Destroy when 1 year old.
	d. Log maintained on dispatches transmitted to Headquarters which requires a reply. Used as a tickler file when not answered within a specified time.	.1	Temporary. Destroy when 1 year old.
10.	ISSUANCES FILES		
	a. Consists of Agency regulations, notices, etc. used for reference. Filed by number.	.2	Temporary. Destroy when superseded, obsolete or revised.
	b. Consists of administration memos and notices, branch notices, field dispatches and related issuances. Filed by number and subject.	1.6	Temporary. Destroy when superseded, obsolete or revised.

RECORDS CONTROL SCHEDULE			Schedule
Office, Division, Branch			CONCURRENCE
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>			<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
11.	STAFF SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the operation and administration of the security function. Filed alphabetically by subject. (1953 - 1956)	1.6	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
12.	BRIEFING FILE Consists of memoranda which are used to brief and acquaint TDY, Staff <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></div> personnel with the rules and regulations for obtaining maximum security while on the Station. Filed by subject. (1953 - 1956)	.2	Temporary. Destroy when superseded, obsolete or revised.
13.	CABLE AND DISPATCH FILE a. Copies of incoming and outgoing cables maintained and used in the administration of the Security Staff. Filed by station and numerically thereunder. (1952 - 1956) b. Copies of incoming and outgoing dispatches maintained and used in the administration of the Security Staff. Filed by station and numerically thereunder. (1952 - 1956)	.4 .6	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy. Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.

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Item No.	Files Identification	Volume	Disposition Instructions
14.	c. Cable and dispatch logs maintained to control the receipt and transmission of cables and dispatches. Filed numerically. (1952 - 1956)	.1	Temporary. Destroy when 1 year old.
	ISSUANCES FILES		
	a. Agency regulations, notices, handbooks and related material used for reference purposes. Filed numerically or alphabetically. (Current)	1.2	Temporary. Destroy when superseded, obsolete or revised.
	25X1 <div style="border: 1px solid black; height: 30px; width: 400px; margin: 5px 0;"></div> (1952 - 1956)	1.0	Temporary. Destroy when superseded, obsolete or revised.
15.	c. Station Regulations and Notices and related issuances used for reference purposes. Filed numerically. (Current)	.2	Temporary. Destroy when superseded, obsolete or revised.
	PSEUDONYM CARD FILE		
	3x5 cards maintained on individuals and subjects of interest to the Staff. Includes the true name file maintained separately because of security. Filed by name and number. (Current)	.3	Temporary. When no longer needed, screen against Registry File and destroy duplicates.
16.	CARD FILES		
	a. 3x5 cards signed by TDY personnel and used to record the security briefing. Filed alphabetically.	.1	Temporary. Destroy upon completion of TDY.

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Item No.	Files Identification	Volume	Disposition Instructions
	b. 3x5 cards maintained on all privately owned vehicles at the Station. Filed alphabetically by owners name. (Current)	.1	Temporary. Destroy upon separation from Station.
	c. 3x5 cards maintained on all personnel having drivers permit. Filed alphabetically by name. (Current)	.1	Temporary. Destroy upon separation from Station.
	d. 3x5 cards maintained on all personnel owning personal weapons. Filed alphabetically by name. (Current)	.1	Temporary. Destroy upon separation from Station.
	e. 3x5 cards maintained on personnel owning dogs. Filed alphabetically by name. (Current)	.1	Temporary. Destroy upon separation from Station.
17.	SAFE COMBINATION FILE Consists of envelopes containing the combinations of all safes on the Station. Filed alphabetically. Includes a cross reference card file which is filed by safe number. (Current)	.1	Temporary. Destroy when safe combination is changed.
18.	BRIEFING CERTIFICATE FILE Consists of a signed statement by other than Station personnel that have been briefed and are cognizant of their responsibilities. The file includes secrecy agreements on witting personnel. Filed chronologically. (1954 - 1956)	.1	Temporary. Destroy when 1 year old.
19.	SECURITY CLEARANCE FILE		
25X1	Records maintained on the progress of a security check being made on individuals other than [redacted] The file also reflects the type of security clearance	.1	Temporary. Destroy 1 year after individual has been cleared.

Item No.	Files Identification	Volume	Disposition Instructions
20.	<p>given to the individual. Filed chronologically (1954 - 1956)</p> <p>SECURITY VIOLATIONS FILE</p> <p>Consists of security violations maintained on Station personnel. The violations are usually of a minor nature and copies are transmitted to the COS for action. Filed chronologically. (1954 - 1956)</p>	.1	Temporary. Destroy when 18 months old.
21.	<p>PCS SECURITY FILE</p> <p>Consists of correspondence, memoranda, and related material pertaining to the security aspects of personnel assigned to the Station. The file consists of pictures, secrecy agreements, copies of security briefings and includes clearance sheets of employees wives and other related material. Filed alphabetically by name. (1953 - 1956)</p>	2.0	Temporary. Destroy 6 months after separation from the Station. Derogatory information will be transmitted to the COS for his disposition.
22.	<p>ACCIDENT INVESTIGATION FILE</p> <p>Consists of correspondence, memoranda and related form records maintained and used in the investigation and reporting of accidents of Station personnel attached to the Station. Filed chronologically. (1953 - 1956)</p>	.2	Temporary. Destroy 6 years after case is closed.
23.	<p> ROSTER LOG</p> <p>Consists of a log maintained of all personnel performing duties. Includes a roster of all eligible personnel. Filed chronologically. (1955 - 1956)</p>	.1	Temporary. Destroy when 6 months old.

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Item No.	Files Identification	Volume	Disposition Instructions
24.	INDIGENOUS SECURITY FILES		
	a. Consists of correspondence, reports and related material pertaining to the security investigation and clearance of all [] personnel attached to the Station. The files consist of investigation reports, security checks, personal history statements and other related material. Filed alphabetically by name. (1954 - 1956)	8.0	Temporary. Destroy 3 years after separation from the Station. Upon separation place in inactive file; retain 3 years and destroy.
	b. 5x8 cards maintained on all [] personnel attached to the Station. Information is essentially duplicated in the case folders described in item a above. Filed alphabetically by name. (1954 - 1956)	.5	Temporary. Destroy upon separation from Station.
25.	CONSTRUCTION CREW CARD FILE		
	5x8 cards maintained on all personnel connected with the construction of the housing project. The file includes a personal history statement which is used in check for derogatory information. Copies of the PHS are maintained at Headquarters. Filed alphabetically by name. (1955 - 1956)	.5	Temporary. Destroy upon completion of project and departure of personnel.
26.	REFERENCE MATERIAL		
	Consists of extra copies of memoranda, manuals, handbooks and related material used for reference by members of the Staff. Filed by subject. (Current)	2.1	Temporary. Destroy when no longer needed for reference.
27.	[] INSTRUCTIONS AND ORDERS		
	Consists of instructions and orders used to orientate and instruct [] in their duties and	.2	Temporary. Destroy when superseded, obsolete or revised.

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Item No.	Files Identification	Volume	Disposition Instructions
28.	responsibilities. Filed chronologically. (1952 - 1956)		
25X1	PASS FILE	.2	Temporary. Destroy immediately.
29.		.3	Temporary. Destroy when 3 years old.
30.	PERSONNEL FILE Consists of copies of correspondence, memoranda and related material pertaining to the employment of [redacted] The record copies of this material are to be found in the files maintained by the Personnel Branch. Filed alphabetically by name. (1954 - 1956)	1.2	Temporary. Destroy upon separation of employee.
31.	SECURITY CHECK SHEET FILES a. Daily check sheets submitted to Security on a daily basis by all components of the Station. The sheet reflects the action of the individual responsible for checking the safes, electric equipment, trash baskets, etc. Filed chronologically. (1956) b. Safe check sheets submitted to Security at the end of each month. The sheets contain the safe number, date opened or closed, and initials of individuals opening, closing and checking the safe. Filed	.2 .1	Temporary. Destroy when 1 month old. Temporary. Destroy when 3 months old.

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Item No.	Files Identification	Volume	Disposition Instructions
	chronologically. (1956)		

RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1 		Signature 	
		Title	Date
		<i>Medical Officer</i>	<i>31 July 56</i>
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
32.	STAFF SUBJECT FILE Consists of correspondence, memoranda and reports relating to the administration and operation of the Medical Staff. Filed by subject. (1953 - 1956)	.6	Temporary. Destroy when 2 years old. Out off at the end of each year; retain 2 years and destroy.
33.	CABLE AND DISPATCH FILES Copies of incoming and outgoing cables and dispatches used in the administration of the Staff. Filed by station and numerically thereunder. (1953 - 1956)	.2	Temporary. Destroy when 1 year old.
34.	CARD FILES a. 5x8 cards maintained on all indigenous personnel and used to record the date and type of exam taken. Filed alphabetically by name. (1952 - 1956) b. 5x8 cards used as a tickler file on all Station personnel who are required to take the annual physical exam. Filed by name. (1953 - 1956)	.2 .1	Temporary. Destroy when card is filled. Temporary. Destroy when card is filled.

Item No.	Files Identification	Volume	Disposition Instructions
35.	MEDICAL CASE FILE Case files consisting of correspondence, memoranda and related form records which document the employees medical history while at the Station. The file includes results of physical exams, lab reports, etc. A detailed report of the employees medical history is transmitted to Headquarters upon separation from the Station. Filed alphabetically by name. (1954 - 1956)	.6	Temporary. Destroy 1 year after separation of employee.
36.	INDIGENOUS MEDICAL FILES Consists of medical and laboratory reports maintained on all indigenous employees attached to the Station. Filed chronologically. (1954 - 1956)	.1	Temporary. Destroy upon separation of employee.
37.	ISSUANCES FILES a. Agency Regulations, Notices, Manuals, Handbooks, etc. used for reference purposes. Filed numerically.	.4	Temporary. Destroy when superseded, obsolete or revised.
25X1		.3	Temporary. Destroy when superseded, obsolete or revised.
	c. Station Regulations and Notices used as a ready reference. Filed numerically.	.3	Temporary. Destroy when superseded, obsolete or revised.
38.	DAILY SICK CALL LOG Log maintained and used to record the individual and treatment received when reporting on sick call. Filed chronologically. (1956)	.1	Temporary. Destroy when 1 year old.

Item No.	Files Identification	Volume	Disposition Instructions
39.	MEDICAL STOCK CONTROL CARDS 5x8 cards maintained to control the amount of medical supplies on hand and in use. The cards contain information on both expendable and non-expendable items. Filed by stock number. (Current)	.4	Temporary. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to a new card or recorded under a new classification.
40.	X RAY FILES a. X-Rays maintained and used as part of the employees medical history while at the Station. Filed by X-Ray number. (1953 - 1956) b. Log maintained to control and assign a number to each X-Ray taken by the medical technician. Filed numerically. (1953 - 1956)	8.0 .2	Temporary. Destroy 1 year after separation of employee. Temporary. Destroy 1 year after separation of employee.
41.	NARCOTICS AND BARBITURATE LOG Log maintained to control the issue of, receipt for and balance on hand of narcotics and barbiturates used by the Medical Staff. Filed alphabetically by item and chronologically thereunder. (1954 - 1956)	.1	Permanent. Disposal not authorized by this schedule.

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RECORDS CONTROL SCHEDULE		Schedule No.	
Office, Division, Branch		CONCURRENCE	
Signature			
25X1		CA/ADMIN. 8/15/56	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
42.	DIVISION SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the administration and operation of the Division. The file contains information on such subjects as finance, personnel, training, travel, etc. Filed alphabetically by subject. (1953 - 1956)	3.1	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
43.	READING FILE Extra copies of correspondence maintained for convenience of reference. Filed chronologically. (1953 - 1956)	.2	Temporary. Destroy when 1 year old.
44.	DISPATCH FILE Informational copies of incoming and outgoing dispatches used for convenience of reference. Record copies maintained in Registry. Filed by station and numerically thereunder. (1956)	.6	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
45.	CABLE FILE Informational copies of incoming and outgoing used for convenience of reference. Filed by station and numerically	.6	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.

Item No.	Files Identification	Volume	Disposition Instructions
46.	CABLE AND DISPATCH LOGS Consists of logs maintained to control the receipt and transmission of cables and dispatches. Records copies of the logs are maintained in Registry. Filed numerically. (1956)	.1	Temporary. Destroy when 1 year old.
47.	ISSUANCE FILES a. Agency regulations, notices and other related material. Used for reference. Filed numerically. (Current) b. Station regulations and notices used to supplement the Agency regulations pertaining to the policies and procedures of the Station. Filed numerically.	.2 .2	Temporary. Destroy when obsolete, superseded or revised. Permanent. Disposal not authorized by this schedule.
25X1		5.6	Temporary. Destroy when superseded, obsolete or revised.
48.	PSEUDONYM CARD FILE 3x5 cards maintained for convenience of reference. Included the true name file and cross reference cards which are maintained separately because of security. Filed by name and number. (Current)	.2	Temporary. When no longer needed for reference screen against Registry File and destroy duplicates.

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RECORDS CONTROL SCHEDULE		Schedule No. 25X1	
Office, Division, Branch		Signature	
25X1		10 Aug. 1956	
		Date	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
49.	BRANCH SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the operation and administration of the Branch. The file includes material on conferences, meetings and copies of work requests. Filed by subject. (1952 - 1956)	1.1	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
50.	CABLE AND DISPATCH FILES		
	a. Copies of incoming and outcoming cables maintained and used in the administration of the Branch. Filed by station and numerically thereunder. (1953 - 1956)	.3	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
	b. Copies of incoming and outgoing dispatches maintained and used in the administration of the Branch. Filed by station and numerically thereunder. (1953 - 1956)	.6	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
	c. Logs maintained to control the receipt and dispatch of cables and dispatches. Filed by number. (1953 - 1956)	.1	Temporary. Destroy when 1 year old.

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Item No.	Files Identification	Volume	Disposition Instructions
51.	ISSUANCES FILES		
	a. Consists of Agency, Station and Branch regulations, notices, handbooks, and related material used for reference. Filed numerically.	.7	Temporary. Destroy when superseded, obsolete or revised.
25X1		.4	Temporary. Destroy when superseded, obsolete or revised.

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RECORDS CONTROL SCHEDULE			Schedule No.
Office, Division, Branch			CONCURRENCE
Item No.			Signature
Files Identification (Title, Description, Arrangement, and Incl. Dates)			Title Date
Volume (Cu. Ft)			Disposition Instructions
25X1	52.	REQUISITION FILE	
	a.	Copies of shipping documents, requisition and shipping instructions, invoices and related material used in the procurement of supplies and equipment from [redacted] Filed by requisition number and by fiscal year thereunder. (1954 - 1957)	5.0 Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.
25X1		[redacted]	30.0 Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.
25X1	c.	Consists of mimeographed copies of purchase orders used in the procurement of open market items. These [redacted]	1.6 Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.
	53.	LOGS	
		Logs maintained and used to control the assignment of requisition and purchase order numbers. Filed	.4 Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.

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Item No.	Files Identification	Volume	Disposition Instructions
54.	<p>numerically and by fiscal year.</p> <p>REFERENCE PUBLICATIONS</p> <p>Consists of catalogs, manuals, handbooks, stock lists and related material used for convenience of reference. Filed by subject or number.</p>	16.4	<p>are to be destroyed.</p> <p>Temporary. Screen every year and destroy material no longer needed for reference.</p>
55.	<p>OBLIGATIONS INCURRED FILE</p> <p>Copies of obligations incurred by the station for supplies and equipment requisitioned through [redacted] Originals of the obligations are transmitted to Finance on a monthly basis. Filed chronologically by month.</p> <p>(1954 - 1957)</p>	.4	<p>Temporary. Destroy when 1 year old. Cut off at the end of each fiscal year; retain 1 year and destroy.</p>
56.	<p>DISCREPANCY REPORTS</p> <p>Copies of reports submitted to the Supply Officer by Receiving showing a shortage or overage in the material received in the warehouse. These reports are no longer submitted. Filed chronologically.</p> <p>(1954)</p>	.6	<p>Temporary. Destroy immediately.</p>

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RECORDS CONTROL SCHEDULE		Schedule No.
Office, Division, Branch		CONCURRENCE
		Signature
		Date
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)
		Disposition Instructions
57.	REQUISITION FILES	
25X1	a. Consists of copies of incoming and outgoing requisitions, shipping documents, invoices and related material pertaining to the shipment and receipt of supplies and equipment. This file pertains to those requisitions transmitted to [] for action. Filed by requisition number and fiscal year thereunder. (1953 - 1957)	5.9 Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
25X1	b. Consists of copies of purchase orders, invoices, stub requisitions and related material pertaining to [] (1954 - 1957)	37.0 Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
25X1	c. Consists of purchase orders which show the receipt of supplies and equipment purchased on the open [] (1954 - 1957)	3.6 Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
58.	CREDIT VOUCHER CONTROL REGISTER	
	Register maintained and used to control all incoming shipments of supplies and equipment. The register	.2 Temporary. Destroy when 1 year old.

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Item No.	Files Identification	Volume	Disposition Instructions
59.	contains the voucher number, date received, reference number and remarks. Filed by voucher number. (1954 - 1957)		
		.4	Temporary. Destroy when 2 years old.
	(1953 - 1956)		
25X1		.6	Temporary. Destroy when 2 years old.
	(1954 - 1956)		
60.	HAND RECEIPT FILE Hand receipts maintained as a control on all copies of vouchered receiving documents transmitted to various components of the Station. Filed numerically by voucher number. (1954 - 1956)	.4	Temporary. Destroy when 1 year old.
61.	HOUSEHOLD EFFECTS FILE Consists of correspondence and related form records pertaining to the shipment of household effects. The file includes copies of bills of lading, packing lists, orders and the application for transportation of household effects. Filed alphabetically by name. (1954 - 1956)	1.0	Temporary. Disposal not authorized by this schedule. Cut off upon separation of personnel; retain 1 year and transfer to Headquarters.

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Item No.	Files Identification	Volume	Disposition Instructions
62.	REFERENCE PUBLICATIONS Supply catalogs, manuals, handbooks and related material used for convenience of reference. Filed by subject or number.	2.0	Temporary. Destroy when no longer needed for reference.

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
		Signature 	
		Date <i>Chief, SCB 9 Aug 1956</i>	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
63.	CREDIT AND DEBIT VOUCHER FILES		
	a. Consists of stub requisitions, shipping documents, receiving reports and other related material pertaining to crediting or decreasing of the amount of supplies and equipment on hand. Filed by voucher number and fiscal year thereunder. (1953 - 1957)	8.0	Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.
	b. Consists of shipping documents, turn in slips, purchase orders, stub requisitions, invoices, etc. pertaining to the debiting or increasing of the amount of supplies and equipment on hand. Filed by voucher number and fiscal year thereunder. (1953 - 1957)	2.0	Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.
	c. Voucher Control Registers maintained as a control on the debit and credit vouchers. Information consists of the voucher number, date material received and shipped and item. Filed numerically and by fiscal year thereunder. (1954 - 1957)	.6	Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years thereafter.

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Item No.	Files Identification	Volume	Disposition Instructions
	d. Extra copies of stub requisitions maintained as a cross reference to the voucher files. Filed by requisition number. (1955 - 1957)	1.0	Temporary. Destroy 2 years after audit and clearance. Cut off at the end of each fiscal year; retain until audit and clearance and destroy 2 years after thereafter.
64.	STOCK RECORD CARDS 5x8" Stock Record Cards maintained and used to reflect any transaction effecting a change in the status of supplies and equipment on hand. Filed by class group and stock number thereunder. (1952 - 1956)	5.2	Temporary. Destroy 2 years after one of the following actions has taken place: 1. Discontinuance of item. 2. Stock balance is transferred to new card. 3. Equipment is removed from Station control.
65.	INVENTORY ADJUSTMENT REPORTS Copies of reports maintained and used to make adjustments in the stock control records. Adjustments are prepared for errors, changes in nomenclature, stock numbers, losses, etc. Filed chronologically. (1954 - 1956)	.4	Temporary. Destroy 2 years after posting. Cut off after posting; retain 2 years and destroy.
66.	SURVEY REPORTS FILE Copies of survey reports prepared when reporting on the status and condition of property lost to the Station. Filed chronologically. (1953 - 1956)	.2	Temporary. Destroy 2 years after survey action.
67.	MEMORANDUM RECEIPT FILE Consists of copies of stub requisitions, turn in and issue slips and related material which records non-expendable property issued to various Station components and signed by responsible individuals. Filed by assigned number. (1953 - 1957)	4.0	Temporary. Destroy when 2 years old. Cut off upon return of property; retain 2 years and destroy.

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Item No.	Files Identification	Volume	Disposition Instructions
68.	PROPERTY ISSUE RECORDS		
	a. 5x8 cards maintained to control the issue of clothing and equipment items to Station personnel. Filed alphabetically by name. (1955 - 1956)	.1	Temporary. Destroy upon return of items.
	b. Consists of copies of stub requisitions maintained on non-expendable items issued to Station personnel. Filed by stub requisition number. (1953 - 1956)	2.0	Temporary. Destroy upon return of items.
	c. Copies of stub requisitions and receiving slips covering expendable items issued to Station personnel. Filed chronologically by month. (1953 - 1956)	1.1	Temporary. Destroy when 1 year old. Cut off at the end of each fiscal year; retain 1 year and destroy.
69.	REFERENCE PUBLICATIONS FILE		
	Supply catalogs, manuals, handbooks, listings and related material used for convenience of reference.	3.0	Temporary. Destroy when no longer needed for reference.
70.	HOUSEHOLD EFFECTS FILE		
	Consists of copies of correspondence and related form records pertaining to the shipment of household effects. The file includes copies of bills of lading, orders.	1.2	Temporary. Disposal not authorized by this schedule. Combine with those related records described in Item 61.
25X1	[REDACTED] (1952 - 1955)		

25X1

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RECORDS CONTROL SCHEDULE		Schedule No.
Office, Division, Branch		CONCURRENCE Signature
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)
76.	HOUSING FILES	
	a. Consists of signed copies of inventories containing a listing of household items furnished to each house or quarters. Signatures are obtained by each new tenant signifying to the correctness of the inventory. Filed by name or quarters number. (Current)	1.0 Temporary. Destroy upon separation of tenant from Station.
	b. Copies of inventories maintained on household supplies and equipment which are furnished to the [redacted] The file also includes stub requisitions. Filed by site or project. (1954 - 1956)	.9 Temporary. Destroy upon abandonment of site or project.

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Item No.	Files Identification	Volume	Disposition Instructions
80. 25X1	<div data-bbox="228 1045 883 1203"> DAILY CASH SLIPS </div> <div data-bbox="444 1197 521 1220">(1956)</div>	.4	Temporary. Destroy when 1 month old.

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1 		Signature <i>Thomson</i> Date <i>11/18/56</i>	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
81.	BRANCH SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the administration and operation. The file includes copies of fitness and strength reports and also correspondence with other components of the Station. Filed alphabetically by subject. (1953-1956)	2.0	Temporary. Destroy when 3 years old. Cut off at the end of each year; retain 3 years and destroy.
82.	REFERENCE MATERIAL Consists of manuals, regulations, handbooks and related material used for reference in the personnel, and travel functions of the branch. Filed by subject or numerically.	3.2	Temporary. Destroy when no longer needed for reference.
83.	TRAVEL FILE Consists of copies of travel authorizations, orders, reservations, flight schedules and related material pertaining to the travel of PCS and TDY personnel. Official travel files are maintained in the Finance Branch. Filed by subject. (1954-1956)	1.0	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
84.	CABLE AND DISPATCH FILES		

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Item No.	Files Identification	Volume	Disposition Instructions
85.	<p>Copies of incoming and outgoing cables and dispatches maintained and used in the administration of the branch. Filed by Station and month. (1953-1956)</p> <p>PERSONNEL FILES</p> <p>a. Consists of correspondence, memoranda and related form records pertaining to the employment history of personnel assigned to the Station. The file includes files of witting contract employees as well as staff employees. Filed alphabetically by name. (1954-1956)</p> <p>b. Service Record Cards which are used as a reference and contains a summary of the information described in Item a above. Filed alphabetically by name. (1954-1956)</p> <p>c. Consists of personnel history statements and other related material pertaining to the employment of [] personnel at the Station. Filed alphabetically by name. (1954-1956)</p> <p>d. Service Record Cards maintained as a reference to the [] personnel files described in Item c above. Filed by assigned component and alphabetically thereunder. (1954-1956)</p>	<p>.6</p> <p>2.6</p> <p>.2</p> <p>6.0</p> <p>.3</p>	<p>Temporary, destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.</p> <p>Temporary. Upon separation, pertinent material not duplicated at Headquarters will be transmitted to Hq. Remaining material will be destroyed.</p> <p>Temporary. Destroy 1 year after separation. Upon separation, place in inactive file for 1 year and destroy.</p> <p>Temporary. Destroy 1 year after separation. Upon separation, place in inactive file for 1 year and destroy.</p> <p>Temporary. Destroy 1 year after separation. Upon separation, place in inactive file for 1 year and destroy.</p>
86.	<p>[] PERSONNEL REPORT</p> <p>Consists of copies of monthly personnel reports which reflect the status and amount of personnel</p>	.3	Temporary. Destroy when 1 year old.

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Item No.	Files Identification	Volume	Disposition Instructions
87. 25X1	<p>on hand at the Station. Finance received the original record for preparation of the payroll. Filed chronologically.</p> <p>(1955-1956)</p> <div data-bbox="215 1161 906 1325" style="border: 1px solid black; height: 78px; width: 425px;"></div> <p>(Current)</p>	.2	Temporary. When no longer needed for reference, screen against Registry. File and destroy duplicates.
88.	<p>BADGE CARD FILE</p> <p>3 x 5 cards maintained and used as a receipt for badges issued to personnel assigned to the Station. Filed alphabetically by name.</p> <p>(1955-1956)</p>	.1	Temporary. Destroy upon return of badge.

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RECORDS CONTROL SCHEDULE		Schedule No.	
Office, Division, Branch		CONCURRENCE	
		Signature	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
89.	SECTION SUBJECT FILE Consists of correspondence, memoranda and reports relating to the administration of the Section. The file includes copies of position descriptions and overtime reports. Filed by subject. (1954-1956)	1.0	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
90.	WORK ORDER FILE Consists of the section copies of work orders performed by the various shops [redacted]. The original work orders are transmitted to Finance for collection. Filed alphabetically by shop. (1954-1956)	.6	Temporary. Destroy when 1 year old.
91.	STUB REQUISITION FILES a. Copies of stub requisitions maintained on expendable supplies and equipment issued to the Section. Filed by components under the Section. (1954-1956) b. Copies of stub requisitions maintained on non-expendable supplies and equipment issued to	.2 .2	Temporary. Destroy when 1 year old. Temporary. Destroy 6 months after turn in of material.

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Item No.	Files Identification	Volume	Disposition Instructions
	the Section. Filed by components under the Section. (1954-1956)		
92.	TURN IN ISSUE SLIPS Copies of turn in issue slips maintained to record the amount of supplies and equipment returned to Stock. Filed chronologically. (1954-1956)	.3	Temporary. Destroy 1 year after turn in of material.
93.	INVENTORY ADJUSTMENT REPORT FILE Copies of consolidated inventory adjustment reports received from Supply relating to supplies and equipment on loan to the Section. Filed chronologically. (1956)	.2	Temporary. Destroy when superseded.
94.	WEEKLY TIME SLIP FILE Copies of weekly time slips maintained as a control on the time and attendance of [] personnel employed at the Section. Filed chronologically and alphabetically thereunder. (1956)	.2	Temporary. Destroy when 6 months old.
95.	LIBRARY MATERIAL Library books maintained for the convenience of Station personnel. The books are accumulated as a result of direct purchases and donations. Include library locator cards. Filed by dewey decimal number.	192.0	Permanent. Return to Headquarters or other interested Stations upon abolishment of Station.

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1			14 Aug 56 Date
		FINANCE BRANCH	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
96.	SUMMARY ACCOUNTINGS FILES		
	a. Original Summary Accountings and attachments consisting of trial balance sheets, schedules of cash on hand, schedule of transfers and other related material. The material summarizes all collection and disbursement transactions including detailed attachments supporting each entry. Filed by fiscal year and monthly thereunder. (1954-1956)	6.0	Temporary. Disposal not authorized by this schedule. Cut off at the end of each fiscal year. Retain until final audit and clearance and transmit to Headquarters.
	b. Copies of Summary Accountings and related documents consisting of the material described in Item a above with the exception of supporting attachments. Filed by fiscal year and monthly thereunder. (1953-1956)	3.0	Temporary. Destroy when 4 years old. Cut off at the end of each fiscal year. Retain 4 years and destroy.
97.	STUB REQUISITION FILE		
25X1	Copies of stub requisitions received from Supply report is also transmitted and attached to the Summary Accountings. Filed by year and requisition number thereunder. (1953-1957)	3.0	Temporary. Destroy when 4 years old. Cut off at the end of each fiscal year. Retain 4 years and destroy.

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Item No.	Files Identification	Volume	Disposition Instructions
98.	TRANSFER OF FUNDS FILE Consists of copies of transfers of funds or accounts to other stations or Headquarters. Originals are transmitted to the receiving station or to Headquarters. Filed chronologically. (1954-1957)	.4	Temporary. Destroy when 4 years old.
99.	FINANCE PERSONNEL FILE Consists of correspondence, memoranda reports and related form records pertaining to the travel, attendance and pay of staff personnel assigned to the Station. The file includes payroll change notices, travel vouchers, foreign duty data, etc. Filed 25X1 [redacted] (1954-1956)	1.0	Temporary. Destroy 2 months after separation of employee except that the PCS travel voucher will be transmitted to Headquarters.
100.	POSTING AND CONTROL FILES These files consist of various subsidiary ledgers such as Expense & Obligation, Cost of Property Acquired, Advance Accounts, Transfer Accounts, Cash on Hand and other related [redacted] ledgers. These records are used to accumulate totals for reports described in Item 96. Filed chronologically. (1955-1957)	.8	Temporary. Destroy when 10 years old. Cut off at the end of each fiscal year; retain 10 years and destroy.
101.	VOUCHER REGISTER & CONTROL JOURNAL Consists of a register which is used to record and control all vouchers received in the branch. The information is posted monthly to the [redacted] accounts from which monthly statements are prepared. Filed by year and voucher number. (1955-1957)	.5	Temporary. Destroy when 10 years old. Cut off at the end of each fiscal year; retain 10 years and destroy.

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Item No.	Files Identification	Volume	Disposition Instructions
102. 25X1	<div></div> (1951-1957)	1.0	Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
103.	TIME AND ATTENDANCE REPORTS FILE Consists of a report of overtime and holiday work performed by each component on the Station. The reports are submitted every pay period on all personnel in the component. This report is a duplication of the information contained in the Field Duty Status Report. Filed by component and chronologically thereunder. (1955-1956)	.4	Temporary. Destroy when 6 months old.
104. X1	GIFT SHOP FILE Consists of correspondence, memoranda and related form records pertaining to the administration and operation of the no longer in operation. Filed by subject. (1954-1955)	3.0	Temporary. Destroy when 4 years old.
105. 25X1	<div></div> (1955-1957)	3.4	Temporary. Destroy when 4 years old. Cut off at the end of each fiscal year; retain 4 years and destroy.

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Item No.	Files Identification	Volume	Disposition Instructions
106.	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, memoranda, reports and related form records pertaining to the operation and administration of the Branch. The file includes cables, dispatches, pay instructions, allowances and logs maintained as a cross reference to cables and dispatches. Filed alphabetically by subject. (1954-1957)</p>	5.0	Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
107.	<p>BUDGET ESTIMATE FILE</p> <p>Copies of budget estimates and work papers used by the Branch in the preparation and coordination of annual budget estimates. Filed by fiscal year. (1954-1957)</p>	.2	Temporary. Destroy when 3 years old.
108.	<p>AUDIT REPORTS FILE</p> <p>Consists of copies of audit reports prepared by audit teams which reflect the discrepancies in the financial condition of the records. Other copies</p>	.2	Temporary. Destroy 2 years after settlement of discrepancies.
25X1	<p>Filed chronologically. (1953-1956)</p>		
109.	<p>[Redacted]</p> <p>Consists of correspondence, memoranda and reports relating to the administration and operation of the [Redacted] when operated by the Station. The file includes inventories, work requests, reports of daily sales, copies of financial statements, etc. Filed by subject. (1954-1955)</p>	4.9	Temporary. Screen for pertinent financial data and retain for 4 years. Remainder of the material will be destroyed.

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Item No.	Files Identification	Volume	Disposition Instructions
110.	FIELD ALLOTMENT ADVICE FILE Consists of field allotment advices received quarterly from Headquarters which is the authority to obligate funds for the Station. Filed chronologically. (1954-1957)	.4	Temporary. Destroy 2 years after close of fiscal year involved.
111.			
25X1	(1956)	.2	Temporary. Destroy when 2 years old.
112.	TRANSMITTAL SHEETS		
25X1	(1955-1957)	.2	Temporary. Destroy when 1 year old.
113.	SHIPPING DOCUMENT FILE Extra copies of shipping documents received from Supply and used for convenience of reference. Filed chronologically. (1954-1956)	1.2	Temporary. Destroy when no longer needed for reference.
114.			
25X1	(1956-1957)		

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Item No.	Files Identification	Volume	Disposition Instructions
	a. Ledgers, Disbursement Journals and related material showing how funds are spent.	.4	Temporary. Destroy when 10 years old.
	b. All other material.	1.6	Temporary. Destroy when 4 years old. Cut off at the end of each fiscal year; retain 4 years and destroy.
115.	PERSONNEL REFERENCE FILE		
	Consists of 5x8 card maintained on all personnel on the Station. Used as a ready reference and contains information on the amount of allotment, rental rate, home address and arrival and departure dates. Filed alphabetically. (Current)	.2	Temporary. Destroy 1 month after separation of employee.
116.	SUMMARY STATEMENT FILE		
25X1	Consists of a summary financial statement of work [redacted] The statement reflects the total charges to date and the allotment balance of funds that can be used. Filed chronologically. (1955-1957)	.2	Temporary. Destroy when 1 year old.
117.	QUARTERLY STATEMENTS		
	Copies of quarterly statements on contract employees which is a schedule of salaries paid to each employee. Original is transmitted to Headquarters with the Transfer of Accounts. Filed chronologically. (1954-1956)	.2	Temporary. Destroy when 2 years old.
118.	CONTRACT EMPLOYEES PAYROLL FILE		
	Extra copies of payrolls of contract employees used by the Branch for reference. Original and copies	.8	Temporary. Destroy when 1 year old.

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Item No.	Files Identification	Volume	Disposition Instructions
119.	<p>of the payrolls are maintained in the Summary Accountings Files. Filed chronologically. (1955-1956)</p> <p>PERSONNEL ACTION FILES</p> <p>Copies of correspondence received from Personnel relating to step increases, promotions and other actions affecting Station personnel. Similar records are maintained in Finance, Personnel and Headquarters. Filed chronologically. (1951-1956)</p>	.4	Temporary. Destroy when 1 year old.
120.	<p>EARNINGS RECORD CARD FILE</p> <p>Duplicate copies of contract employees earnings record card maintained and used to document the employee financial history while at the Station. The original record is maintained at Headquarters. Filed alphabetically by surname. (1955-1956)</p>	.2	Temporary. Destroy when 4 years old.
121.	<p>[] PAYROLL FILES</p> <p>a. Copies of [] payrolls maintained and used in the payment of [] personnel assigned to the Station. This is the copy retained by the Labor Office which is filed by pay period. (1954-1956)</p> <p>b. 5x8 slips which are used as payroll receipts when the [] personnel are paid. Filed by pay period. (1954-1956)</p>	.6 1.6	<p>Temporary. Destroy when 10 years old. Cut off at the end of each fiscal year; retain 10 years and destroy.</p> <p>Temporary. Destroy when 1 year old.</p>

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Item No.	Files Identification	Volume	Disposition Instructions
122.	TIME CARD FILE 5x8 cards submitted weekly to the Labor Office which reflects the amount of time worked and pay. A recapitulation is prepared before each pay period showing the total amount of hours worked and total pay. Filed by component and alphabetically thereunder. (1955-1956)	3.0	Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
123.	INDIGENOUS PERSONNEL FILE Consists of copies of overtime reports, sick leave and related material pertaining to the administration of personnel. Filed by subject. (1951-1956)	1.8	Temporary. Destroy when 2 years old. Cut off at the end of each fiscal year; retain 2 years and destroy.
124.	ISSUANCES FILE Consists of regulations, notices, manuals and other related memoranda used for reference purposes. Filed by subject or numerically. (Current)	2.6	Temporary. Destroy when superseded, obsolete or revised.

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1 		<div style="display: flex; justify-content: space-between;"> <i>PWTO</i> <i>8/15/56</i> </div>	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
125.	BRANCH SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the administration and operation of the Branch. Filed alphabetically by subject. (1954-1956)	1.3	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
126.	PERSONNEL FOLDER Consists of copies of correspondence and related memoranda pertaining to the staff, contract and personnel assigned to the Branch. Used for convenience of reference. Filed alphabetically by name. (1954-1956)	.6	Temporary. Destroy upon separation or transfer.
127.	REFERENCE MATERIAL Consists of correspondence and memoranda used for reference by the Branch. Includes information on the water, telephone, and sewage systems. Filed by subject. (1954-1956)	.2	Temporary. Destroy when no longer needed for reference.
128.	CABLE AND DISPATCH FILES		

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Item No.	Files Identification	Volume	Disposition Instructions
	b. Nonexpendable equipment.	2.0	Temporary. Destroy 1 year after return to stock.
133.	STOCK CONTROL CARDS 5 X 8 cards used and maintained to control the amount of equipment placed in the facilities on the Station. Used as an indicator for the replenishment of equipment. Official records maintained in the Stock Control Section. Filed alphabetically by item. (1955-1956)	.4	Temporary. Destroy 1 year after disposal of item.
134.	PERSONNEL CARDS 5 X 8 Cards maintained for ready reference containing information of a personal nature on personnel employed by the Branch. Filed by shop and alphabetically thereunder. (Current)	.4	Temporary. Destroy upon separation of employee.
135.	LOCATOR CARD FILES 5 X 8 cards maintained by the various shops in the Branch which are used to locate various equipment items in the bins. Filed by part number or by subject (1955-1956)	.8	Temporary. Destroy when item to which it pertains is no longer in stock.
136.	SHOP WORK ORDER FILE Copies of work orders maintained by each shop for the repair and maintenance performed by the shops. Record copies are maintained in the office of the Branch Chief. Filed chronologically. (1954-1956)	.8	Temporary. Destroy when 1 year old.

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1	 	Title <i>Immigration Officer</i> Date <i>8-15-56</i>	
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
137.	SECTION SUBJECT FILE Consists of correspondence, memoranda, reports and related material pertaining to the administration and operation of the Section. File includes progress reports, copies of adjustments and survey reports. Filed alphabetically by subject. (1953-1956)	.3	Temporary. Destroy when 2 years old.
138.	CABLE AND DISPATCH FILE Copies of incoming and outgoing cables and dispatches relating to the administration of the Section. Filed chronologically. (1954-1956)	.2	Temporary. Destroy when 1 year old.
139.	VEHICLE STATUS REPORT CARD 5 X 8 cards maintained on all Station vehicles which reflect the current status of the vehicles. The cards show the make, model, engine no., voucher no., how procured and condition. Filed by vehicle number. (Current)	.5	Temporary. Destroy when 3 years old.
140.	WORK ORDER FILES		

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Item No.	Files Identification	Volume	Disposition Instructions
141.	a. Consists of correspondence and related form records pertaining to the repair and maintenance performed on all vehicles assigned to the Station. File includes daily work orders, gas consumption reports, etc. Filed numerically by vehicle number. (1953-1956)	4.0	Temporary. Destroy when 3 years old. Cut off at the end of each year; retain 3 years and destroy.
	b. Copies of work order requests relating to the repair of civilian owned vehicles. File includes gas sheets showing amount of gas provided for the vehicles. Originals are transmitted to Finance for collection. Filed alphabetically by name. (1955-1956)	.8	Temporary. Destroy when 1 year old.
	c. Extra copies of work orders used for convenience of reference. Filed by component. (1954-1956)	.6	Temporary. Destroy when 1 year old.
	VEHICLE OPERATING RECORDS		
	a. Trip tickets maintained as a control on each trip made by a vehicle. Filed chronologically. (1954-1956)	2.0	Temporary. Destroy when 3 months old.
	b. Daily dispatch records which is a consolidation of trip tickets showing the amount of vehicles dispatched during the day. Filed by name and vehicle number. (1956)	1.2	Temporary. Destroy when 3 months old.

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RECORDS CONTROL SCHEDULE			Schedule No.
Office, Division, Branch			CONCURRENCE
Item No.			Signature
Files Identification (Title, Description, Arrangement, and Incl. Dates)			Date
Volume (Cu. Ft)			Disposition Instructions
25X1			
142.	DIVISION SUBJECT FILE Consists of correspondence, memoranda, reports and related form records pertaining to the administration and operation of the Division. The file includes copies of cables and dispatches presently being integrated in the existing subject file. Filed alphabetically by subject. (1952-1956)	5.6	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.
143.	ISSUANCE FILE The material is used for convenience of reference. Filed by subject. (1954-1956)	1.0	Temporary. Destroy when no longer needed for reference
25X1			
144.	REFERENCE MATERIAL Consists of material maintained by the Division Chief for personal reference. Contains information on lectures, lesson plans, [redacted] and other related	1.2	Temporary. Screen once a year and destroy material no longer needed for reference.

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Item No.	Files Identification	Volume	Disposition Instructions
145. 25X1	material. Filed by subject. (1956)	.3	Temporary. When no longer needed, screen against Registry File and destroy duplicates.
146	(Current)	1.9	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
147. 25X		3.2	Temporary. Screen once a year and destroy material no longer needed for reference.
148.		.9	Temporary. Destroy when 2 years old. Cut off at the end of each year; retain 2 years and destroy.

Continuation Sheet

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Item No.	Files Identification	Volume	Disposition Instructions
149.	<p>Filed by assigned number. (1954-1955)</p> <p>TS FEF FILE</p> <p>Material classified TS consisting of reports of operation, conferences, proposed plans for future projects and other material relating to the operation of the predecessor installation. Filed by TS number. (1951-1955)</p>	2.0	<p>Temporary. Disposal not</p> <p>[Redacted]</p> <p>If reply is negative, transmit to Headquarters. However, immediate steps to be taken for down grading of materials.</p>
150.	<p>INSTRUCTIONAL MATERIAL</p> <p>Consists of published manuals, handbooks, charts, pictures and other related instructional material used by the instructors for reference in the development and improvement of training methods and techniques. Filed by subject. (Current)</p>	7.2	<p>Temporary. Screen once a year and destroy material no longer needed for reference.</p>
151.	<p>[Redacted]</p> <p>[Redacted]</p> <p>(1952-1956)</p>	2.0	<p>Temporary. Place in newly activated Dossier File. The Dossier File will be retained until abolishment of the Station and then destroyed.</p>

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RECORDS CONTROL SCHEDULE		Schedule No. 	
Office, Division, Branch		CONCURRENCE	
25X1 		Signature 	
		Title	Date
		COT	20 Aug 1956
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
152.	TRAINING AIDS SUBJECT FILE Consists of copies of correspondence, memoranda and related form records pertaining to the administration of the office. File includes copies of cables and dispatches. Filed by subject. (1954-1956)	1.2	Temporary. Destroy when 1 year old. Cut off at the end of each year; retain 1 year and destroy.
153.	REQUISITION FILE Copies of requisition, shipping documents and turn in slips maintained to control the supplies and equipment issued to Training Aids. Filed chronologically. (1954-1956)		
	a. Expendable supplies and equipment.	.2	Temporary. Destroy when 1 year old.
	b. Non expendable supplies & equipment.	.1	Temporary. Destroy 6 Months after turn in of material.
154.	CHART FILE 8 x 10 $\frac{1}{2}$ prints of graphic aids used in the	.4	Temporary. Destroy

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Item No.	Files Identification	Volume	Disposition Instructions
156.	<p>[] These prints were made from the oversize charts and reduced in size for convenience of filing. Filed by course. (1955-1956)</p> <p>LIBRARY MATERIAL</p> <p>a. Library books maintained and used by the instructors and other interested personnel for reference. A majority of the books are purchased through Headquarters. Filed by Area or country and by decimal system there-under.</p> <p>b. Publications, manuals, handbooks and other related processed material used for reference. Includes cards maintained as a cross reference. Filed by area, subject and number.</p>	102.0	<p>when superseded, obsolete or revised. Extra prints to be developed and transmitted to Headquarters as part of the Lesson Plan.</p> <p>Permanent. Disposal not authorized by this schedule. Return to Headquarters or other interested Stations upon abolishment of Station.</p>
157.	<p>GRAPHIC AIDS</p> <p>Consists of oversized charts, graphs and other related graphic aids used by the instructors as an aid in the courses of instruction. Filed by subject.</p>	15.0	<p>Temporary. Screen once a year and destroy material no longer needed for reference.</p> <p>Temporary. Destroy when superseded, obsolete or revised.</p>
158.	<p>CHARGE OUT FILE</p> <p>3 x 5 cards maintained as a control on the issuance of equipment and publications to the instructors. Filed by subject.</p>	.1	<p>Temporary. Destroy upon return of material.</p>

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Item No.	Files Identification	Volume	Disposition Instructions
159.	<p>WORK ORDER FILE</p> <p>5 x 8 slips contain requests for the development or reproduction [redacted] Filed chronologically. (1956)</p>	.1	Temporary. Destroy when 1 year old.
160.	<p>MOTION PICTURE FILMS</p> <p>Consists of commercial and Government motion picture films used as a part of the courses of instruction. The films are received on a loan basis from Headquarters. Filed by assigned number.</p>	68.0	Temporary. Transfer to Headquarters when 1 year old or sooner if no longer needed at the Station.
161.	<p>RECORDING TAPES</p> <p>Tapes which are used to record lectures, discussions, critiques and related subjects pertaining to the courses of instruction. Filed by number.</p>	12.0	Temporary. When no longer needed, erase tape and reissue.
162.	<p>MAP FILE</p> <p>Consists of maps used as part of the courses of instruction. Filed by area and map number.</p>	8.0	Temporary. Destroy when obsolete, superseded or revised.

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RECORDS CONTROL SCHEDULE			Schedule No.
Office, Division, Branch			CONCURRENCE
Item No.	Files Identification (Title, Description, Arrangement, and Incl. Dates)	Volume (Cu. Ft)	Disposition Instructions
25X1	[Redacted]		<div>Signature</div> <div>[Redacted]</div> <div>Title Date</div> <div>CST 20 Aug 1956</div>
163	<p>SUBJECT FILES</p> <p>Consists of copies of correspondence, memoranda, reports and related form records per-</p> <p>[Redacted]</p> <p>subject file maintained by the [Redacted] assigned to the Training Division. Filed by subject.</p> <p>(1954-1956)</p>	3.8	Temporary. Destroy when 1 year old.
25X1	[Redacted]		
164	<p>REQUISITION FILES</p> <p>Copies of requisitions and turn-in slips maintained to control the supplies and equipment issued to the various Branches. Filed chronologically or by subject.</p> <p>(1954-1956)</p> <p>a. Expendable supplies and equipment.</p> <p>b. Non-expendable supplies and equipment.</p>	.5 .4	<p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy 6 months after return of material.</p>

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Item No.	Files Identification	Volume	Disposition Instructions
165.	<p>TRAINING REFERENCE MATERIAL</p> <p>Consists of copies of lesson plans, schedules, processed publications, lectures, and other related background material used by the Branches in the development, improvement, research and teaching of the various training courses. Filed by subject or by number.</p> <p>a. Processed publications such as manuals, handbooks, etc.</p> <p>b. All other material.</p>	<p>23.0</p> <p>46.0</p>	<p>Temporary. Destroy when obsolete, superseded or revised.</p> <p>Temporary. Screen once a year and destroy material no longer needed for reference.</p>
166.	<div></div> <p>(1954-1956)</p>	2.1	<p>Temporary. Disposal not authorized by this schedule. Place in Dossier File upon completion of training course.</p>

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